



Fiscal Sponsorship Program Overview

Accessible Festivals offers a fiscal sponsorship program, eligible to entities that wish to carry out projects that further our mission to make recreation and leisure accessible to all abilities. Donations earmarked for a project operating under our fiscal sponsorship program are paid directly to Accessible Festivals, allowing donors to receive all benefits associated with making a charitable (tax-deductible) donation. Accessible Festivals then places the donations in a restricted fund dedicated to the sponsored project and disburses them as grants to the sponsored project. With consideration for the expenses incurred with administering fiscal sponsorship, Accessible Festivals charges a 10% fee on all donations.

Legally, the project is a separate entity from Accessible Festivals. The project must provide annual reports to document its activities and expenditures. The project owns its product, intellectual and tangible property. It hires and supervises its own staff, and is responsible for financial health and management. This empowers sponsored entities to take responsibility for their own administration, success, and future growth.

Tax-Deductible Support

Accessible Festivals primary role is to enable charitable support for the sponsored project. To do so, Accessible Festivals creates a special restricted fund for the sole purpose of funding the project's approved activities. Accessible Festivals implements a grant agreement with the project stating that all funds received by Accessible Festivals will be disbursed to the project as long as the project adheres to all requirements set forth in the grant agreement and those imposed by charitable funders. Accessible Festivals assumes liability to the funding source that the work will be carried out exactly as described in the grant application. Since the sponsored project is not a 501(c)(3), Accessible Festivals assumes liability to the IRS for the charitable nature of the activities. However, the project is responsible for its own tax filings.

Project Consultation

Accessible Festivals secondary role is that of consultant, coach and resource. We can provide ongoing, informal consultation on project focus, strategy, organizational development, fundraising and more, as needed by the sponsored project. As a fiscally sponsored project of Accessible Festivals, you will gain access to our Board of Directors, whose years of combined experience offer a unique and well-rounded perspective on any issues that may arise as you work towards your project goals.

Fiscal Sponsorship Program FAQs

Below are general answers to common questions about fiscal sponsorship. Each sponsored project is unique and grant agreements may vary. Please reach out to us directly if you have any questions about how the fiscal sponsorship program can work for you.

How does the fiscal sponsorship relationship work?

The sponsored project solicits contributions (i.e. grants, gifts, donations, charitable sponsorships, etc.) to Accessible Festivals, earmarked for the restricted fund for this project.

How should donors make out the check?

Checks should be made payable to “Accessible Festivals” with “For Your Project” on the memo line so that it is clear that they are specifically earmarked for your project’s restricted fund. You can either have checks sent to you, and then forward them to Accessible Festivals, or have checks sent directly to Accessible Festivals.

Does this mean we are a 501(c)(3) nonprofit entity?

No. Receiving fiscal sponsorship from Accessible Festivals does not make your project a 501(c)(3) nonprofit entity. It does mean that Accessible Festivals has determined that your project activities will further Accessible Festivals mission and goals. As such, donors can make tax-deductible contributions to Accessible Festivals in support of your project. Your project will still be liable for its own financial health, tax reporting, and compliance.

How do I express the relationship to funders and others?

Your project is an independent entity, acting under the fiscal sponsorship of Accessible Festivals. When communicating with funders and others, the following terms are approved to describe the fiscal sponsor relationship:

- “Your Project” is presented in partnership with the non-profit organization Accessible Festivals. Accessible Festivals is a 501(c)(3) non-profit organization committed to making recreation and leisure accessible to all abilities.
- “Your Project” is a sponsored project of the non-profit organization Accessible Festivals. Accessible Festivals is a 501(c)(3) non-profit organization committed to making recreation and leisure accessible to all abilities.
- “Your Project” is an approved project of the non-profit organization Accessible Festivals. Accessible Festivals is a 501(c)(3) non-profit organization committed to making recreation and leisure accessible to all abilities.
- “Your Project” is fiscally sponsored by Accessible Festivals, a 501(c)(3) non-profit organization committed to making recreation and leisure accessible to all abilities.

Slight variations to the above suggestions that preserve the meaning and integrity of the relationship are acceptable. Any other forms of expression that differ significantly from the aforementioned must be pre-approved by Accessible Festivals. We also ask that you place Accessible Festivals logo, website and/or social media handles on pre-approved marketing materials and on your project’s website if applicable.

How much does fiscal sponsorship cost?

An administrative fee of 10% of all donations will be deducted by Accessible Festivals in order to help share costs amongst all organizational projects and to offset the direct costs of administering your project's sponsorship.

How often does Accessible Festivals disburse fiscal sponsorship grants?

As funders make donations earmarked for your project, contributions are placed in the Accessible Festivals restricted fund for the sponsored project. When many small donations are received, Accessible Festivals will consolidate the funds into one lump-sum that is disbursed approximately once per month. For larger sums, amounts will be disbursed within seven business days. Accessible Festivals may in some instances elect to maintain a positive balance in the sponsored projects designated account.

Why do I have to send annual reports to Accessible Festivals?

Your project needs to send annual reports to Accessible Festivals about its activities because Accessible Festivals has assumed liabilities to the IRS about the charitable nature of your activities. Accessible Festivals is required to maintain records that document its oversight of your project, ensuring that your project is furthering Accessible Festivals own charitable mission and purpose.

What reports or materials do I have to submit to Accessible Festivals?

The project must provide Accessible Festivals with annual reports, summarizing activities and expenses for the fiscal year, copies of fundraising solicitations including all grant applications and grant reports to funders, brochures and flyers, and relevant documents such as business plans, bylaws, and policy memos.

Is fiscal sponsorship forever?

No. We will typically renew the terms of the grant agreement as needed. This provides an opportunity to modify the agreement if necessary to accommodate your project's growth and any changes you wish to make to your plans and projections. Accessible Festivals must be notified of any major changes to your plans and project activities.

Who owns the project's work products?

The project owns all of its work products. Any tangible or intangible property, including copyrights, obtained or created by the project are the sole property of the project.

What tax forms do I need to file?

The project is responsible for reporting its fiscal sponsorship grant income and expenses on the appropriate IRS and state tax forms. You must also file the appropriate employer taxes, and provide wage and payment statements for employees and contractors, etc. If you need assistance, it is strongly recommended that you consult directly with a CPA and/or tax attorney to ensure compliance.

How does my project apply for fiscal sponsorship?

Please begin by reviewing Accessible Festivals mission and goals to determine if they are compatible with your project's long-term plans and goals. Next, carefully review the description of Accessible Festivals fiscal sponsorship program. If you determine that Accessible Festivals is aligned with your plans and goals, please fill out our **Fiscal Sponsorship Application** and **send us a summary of your project's operational plans and first year projections**. We will then reach out to schedule a time to discuss your project in detail. If you wish to have an informal conversation about your project and our fiscal sponsorship program prior to sending us a project summary, please send us an email.

Other Questions?

Please send us an email to amy@accessiblefestivals.org

**Thanks for considering a fiscal sponsorship
administered by**



Together, we can make leisure and recreation accessible to all abilities!